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From: bounce-276366-5580627@listserv.state.ma.us on behalf of Skahen, Mary (EHS)
<Mary.Skahen@state.ma.us>
Sent: Thursday, February 03, 2011 3:57 PM
To: Hanchett, James (DPH)
Subject: Important Message from Secretary Bigby
Attachments: Log and register in PACE with transcript info.doc

Dear EOHHS Staff:

Chapter 28 of the Acts of 2009 - the ethics reform law - establishes mandatory education and training requirements for public employers and public employees. The State Ethics Commission has established two parts to the Conflict of Interest (COI) training mandate:

- Annual COI Summary
- COI Training

In 2010, all EOHHS employees were required to complete both trainings listed above. The Annual COI Summary must be completed every year.

Beginning immediately for 2011, all EOHHS employees must complete the Annual COI Summary for 2011. All employees should complete this as soon as possible.

This includes all agency heads, managers, supervisors, and employees (including contractors and volunteers). All EOHHS employees who have computer access are required to complete the eLearning entitled "*CSD - Annual Conflict of Interest Summary 2011*" available in PACE. This eLearning will take approximately 15 minutes. For employees or contractors without access to PACE, a paper-based "*Annual Conflict of Interest Summary 2011*" is available through the Agency Training Director.

In addition, employees who did not complete the COI Training in 2010 must do so in order to be in compliance with the State Ethics Commission mandate.

This training is also available as an eLearning entitled "*CSD - Conflict of Interest Training*" in PACE and in paper-based format for those without access to PACE.

Thank you in advance for your attention to this important matter and for your compliance with these requirements. If you have questions about this training, please contact your Agency Training Director.

Thank you,

JudyAnn Bigby, M.D.

JudyAnn Bigby, M.D.
Secretary, Executive Office of Health and Human Services
One Ashburton Place, Suite 1109
Boston, MA 02108
617 573-1800
Assistant: Mary Skahen (mary.skahen@state.ma.us)